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MEMORANDUM FOR: Director of Budget, Program Analysis,  
and Manpower

THROUGH : Deputy Director for Support

SUBJECT : Financial Plan Fiscal Year 1964

1. This memorandum requests action by the Director of Budget, Program Analysis, and Manpower. The request is contained in paragraph 6.

2. The Office of Logistics has carefully reviewed operations and funding requirements on a month-by-month basis during the current fiscal year. A detailed analysis covering our obligations for the first eight months of FY 1964 is attached for your information. It will be noted that total obligations exceed a straight line projection by [ ] approximately \$280,000.

3. We have initiated several actions which appear now to have caused a levelling off in our rate of obligation. These include: (a) virtual elimination of the issue of Class A furniture, rugs and drapes; (b) a reduction in courier service; (c) a reduction in telephone service; (d) a reduction in space alterations, and (e) the establishment of reduced overtime targets.

4. On the other hand, reorganizations and moves of Agency components are generating Office of Logistics requirements in excess of plans contained in our revised FY 1964 Financial Plan. We have been able to absorb these costs, however, the proposed move of the Office of Finance and renovation of vacated space is beyond our current funding capabilities. Our estimated cost for this move is \$150,000.

5. Based on our best judgement of fund requirements for the balance of FY 1964, we will require an additional estimated allo-

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cation in the amount of \$750,000. This total is based on:

a. Current deficit	\$ 280,000
b. Estimated rate of obligation in excess of current allocation -- \$80,000 per month for four months	320,000
c. Cost of Office of Finance move	<u>150,000</u>
TOTAL \$ 750,000	

Our request for allotments will contain an item of \$200,000 for unfunded cost authority for nonexpendable administrative stock. If approved, the net increase would be reduced to \$550,000.

6. It is requested that the Office of Logistics FY 1964 Funds Allocation be increased by \$550,000.

JAMES A. GARRISON  
Director of Logistics

Attachment:  
As stated

CONCURRENCE:

Distribution:

- 0 - Addressee, w/att.
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(13 March 1964)

Deputy Director  
for Support

Date

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